



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE:

Final Filing Date: 4/16/2010

Public Works**Fiscal & Technical Specialist II**

Bridgeport, California

SALARY

II: \$3,210 – \$3,903

40 Hrs. per week

The County of Mono is accepting applications from permanent county employees for a Fiscal and Technical Specialist II position now open in the Public Works Department located in Bridgeport. This recruitment is to fill the vacancy and to create a list for future vacancies in the County. This position will work in coordination with the Public Works Department.

Definition: Under supervision, performs a variety of office support for the Public Works Department: professional phone and receptionist duties, scheduling, data entry, file management, bid process support, and other staff support functions.

Example of Duties (not limited to): Keep a variety of financial, statistical, employee data, and other specialized records; process mail; operate office equipment, personal computer, using word processing, spreadsheets, PowerPoint, and CAMS software. Required to assist with assembling and distribution of reports, project plans & specifications, assist with the daily operations of Public Works. Assists with public outreach programs, state-funded projects and other state programs, and administration of County cemeteries. Maintains department confidentiality.

Knowledge and abilities:**Knowledge of:**

- Professional phone and reception etiquette
- Microsoft Word, Excel, Access, Outlook, Windows Explorer; accessing intranet site; internet search engines; online ordering
- Operations of phone, office equipment & postage equipment; filing systems; handling, archiving, and storing digital files
- Document Development & Processing: Compose correspondence using correct English usage, spelling, grammar, punctuation
- Organizational skills & mathematics

Ability and willingness to (partial list):

- Learn Public Works' policy; responsibilities and procedures; staff assignments; roles and responsibilities of other departments
- Learn Cost Accounting software and Procedures
- Learn Uniform Public Contract Cost Accounting procedures; advertising methods; construction trades; shipping methods
- Perform customer service skills; problem solving, confidentiality
- Multi-task and work well under pressure while maintaining focus and attention to detail
- Verbally express ideas, concepts and directions clearly and concisely; professional phone and reception etiquette
- Express written thoughts logically and professionally
- Determine logical and appropriate location for filing and archiving documents
- Assist project managers with bid package compilation and distribution
- Update and maintain accurate records

Typical Working Conditions and Physical Requirements: Work is performed in an office and community environment; there is frequent contact with staff and the public. This position requires sitting for extended periods of time, frequently standing, walking, kneeling, crouching, and some lifting. Normal manual dexterity and hand eye coordination, corrected hearing and vision to normal range, good verbal communication skills, and the ability to operate office equipment such as computer, telephones, calculators, copiers, fax machines, radios, and other electronic devices.

Minimum Qualifications: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: One (1) year of work experience in performing financial, statistical or document processing at a level comparable to Fiscal and Technical Specialist I with Mono County. The ideal candidate will possess a good functional knowledge of Microsoft-based products and be highly organized.

Special Requirements: Possession of a valid Class C driver's license.

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website: www.monocounty.ca.gov **All completed County applications** received by 5:00 pm by **4/16/2010** in the CAO's office will be considered. E-mailed or faxed applications will be accepted provided the application with the original signature is postmarked by 4/16/2010.

COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES

P.O. Box 696 ~ Bridgeport, California 93517

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